



## DEPARTMENT OF BUDGET AND FISCAL SERVICES NOTICE & REQUEST FOR SOLE SOURCE

TO: Chief Procurement Officer

FROM: BENJAMIN MOSZKOWICZ, SERGEANT, HONOLULU POLICE DEPARTMENT

Department/Division/Agency

Pursuant to HRS §103D-306 and HAR Chapter 3-122, Subchapter 9, the Department requests sole source approval to purchase the following:

1. Description of goods, services, or construction to be procured:

The Advanced Traffic Crash Investigation Course is scheduled from September 15 to 26, 2014. This course will provide the investigators with the necessary skills to conduct thorough traffic crash investigations and properly document their findings for courtroom presentation. Topics include conducting speed estimates from skid marks and scuff marks; vehicle dynamics and motion; and time, distance, and motion equations.

2. Vendor/Contractor/Service Provider Name:

Institute of Police Technology Management (IPTM)

3. Amount of Request:

\$ 21,500 (Federal Funds)

4. Term of Contract: (Shall not exceed 12 months), if applicable

From: July 1, 2014

To: June 30, 2015

5. Prior Sole Source Ref No.

764

6. The good, service, or construction has the following unique features, characteristics, or capabilities:

The Institute of Police Technology and Management (IPTM) has provided training for the Honolulu Police Department (HPD) and the three other counties in this state. They have the expertise involving the state of Hawaii's traffic patterns, geography, laws, and rules and regulations. This provides uniformity and consistency for traffic investigations. Training provided by the IPTM would be advantageous to the City and County of Honolulu due to their experience and familiarity with the HPD and its investigative practices. If another vendor is utilized, there will be inconsistencies with traffic investigations that would negatively impact the prosecution and defense of traffic collision cases. To be consistent with the training statewide, we request that the IPTM teach this course.

7. How the unique features, characteristics, or capabilities of the goods, service or construction are essential for the agency?

The IPTM brings expertise and consistency in educating investigators specifically based on Hawaii's traffic patterns, geography, laws, and rules and regulations. Standardization of the training is essential to ensure that the investigators/team members uniformly conduct at-scene investigations.

8. Describe the efforts and results in determining that this is the only vendor/contractor/service provider who can provide the goods, services, or construction.

Although there are other companies that provide traffic investigation training, they lack the knowledge and experience with Hawaii's traffic laws, regulations, and geography that the IPTM has. The IPTM has provided this training for the HPD and three other counties in this state.

**REQUEST FOR SOLE SOURCE (Cont.)**

*Submit in Duplicate*

9. Alternate source. Describe the other possible sources for the goods, services, or construction that were investigated but did not meet the agency needs.

The Northwestern University Center for Public Safety, North Carolina Justice Academy, and Butler Tech are some of the companies that offer crash investigation courses; however, they lack the knowledge and experience about the state of Hawaii's regulations, laws, and traffic patterns. Having the IPTM teach the course is in the best interest of the city due to the IPTM's knowledge, experience, and consistency in educating the HPD in traffic investigations.

**10. Person that will be responsible for managing this procurement:**

Department/Division: Honolulu Police Department

Contact Name/Title: Sergeant Benjamin Moszkowicz

Phone Number:

808-723-3404

E-mail Address:

bmoszkowicz@honolulu.gov

Department shall ensure adherence to applicable administrative and statutory requirements, including HAR Chapter 3-122, Subchapter 15, Cost or Pricing Data if required.

***I certify that to the best of my knowledge, that the information provided above is true, correct, that there is no conflict of interest related to this procurement, and that the goods, services, or construction are available through only one source.***

Department Head

*Joe Kojima*

*7-1-17*

Date

**Reserved for BFS Use Only**

Date Notice Posted: \_\_\_\_\_

Submit written objections to this notice to issue a sole source contract within seven calendar days or as otherwise allowed from the above posted date to:

Chief Procurement Officer  
Department of Budget and Fiscal Services  
530 South King Street, Room 115  
Honolulu, Hawaii 96813  
[bfsprocurement@honolulu.gov](mailto:bfsprocurement@honolulu.gov)

Chief Procurement Officer's comments:

☐ APPROVED    ☐ DISAPPROVED    ☐ NO ACTION REQUIRED

Chief Procurement Officer

Date